

U.S. EMBASSY ADDIS ABABA

Invitation to Bid

The Embassy of the United States of America, Addis Ababa, Ethiopia, invites all eligible bidders to provide quotation for Local Legal advisor services to U.S. Embassy Addis Ababa Human Resources office.

The purpose of this request is seeking offers for the provision of legal advice on different Human Resources issues. Law firms interested in providing such services should submit offers in accordance with the instructions provided below.

The awardee will be responsible for ensuring that all objectives are met as described in the attached Statement of work (SOW). Please refer the SOW for a complete description of the objective, task, and deliverables. A fixed price purchase order will be awarded to responsible offeror that submit the lowest hourly rate priced, technically acceptable offer. We intend to award a purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Submit offer, including all costs, via email to:

AddisGSOProcurement@state.gov

Attn: Seble Tadesse

*Quotations are due by COB June 26, 2023.

U.S. Embassy Addis Ababa reserves the right to accept or reject any or all bids.